

REQUEST FOR INCREASE IN TABLE OF ORGANIZATION

NOTE: Submit this form in original only.

CONFIDENTIAL

FROM: Chief, Administrative Services

THIS DATE
23 February 1951

TO:

DEPUTY DIRECTOR FOR ADMINISTRATION

CLEARANCES:

☒ APPROVED☐ DISAPPROVED

THROUGH:

Advisor for Management

☒ CONCUR☐ NON-CONCUR

Personnel Director

☒ CONCUR☐ NON-CONCUR

Comptroller

☒ CONCUR☐ NON-CONCUR

Initials

It is requested that an increase in the present T/O of the Office of the Chief, Admin. Services Office be approved for new positions.

OFFICE

NUMBER

BRANCH, DIVISION OR

The current status of the T/O for this organizational segment is as follows:

Present T/O - - - - -

On Duty - - - - -

In process and awaiting EOD - - - - -

Proposed (new T/O) - - - - -

detailed)

Funds (are) (not) available.

Degree of urgency: (Reference attached justification)

See attached memorandum.

Wp. Chief, Administrative Services

SIGNATURE OF ASSISTANT DIRECTOR OR OFFICE CHIEF

FORM NO. 30-20
JAN 1951**CONFIDENTIAL**

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